

## MEETING #31 – August 26

At a Workshop Meeting of the Madison County Board of Supervisors on Monday, August 26, 2013 at 2:00 p.m. in the Madison County Fire hall located at 1223 N. Main Street Road:

PRESENT: J. Dave Allen, Chairman  
Doris G. Lackey, Vice-Chair  
Jerry J. Butler, Member  
Pete J. Elliott, Member  
Jonathon Weakley, Member  
Ernie Hoch, County Administrator  
Phillip Tartaglia, Finance Director  
Jacqueline S. Frye, Clerk of the Board

ABSENT: V. R. Shackelford, III, County Attorney

### 1. Workshop Meeting Agenda:

Chairman Allen called the meeting to order; all members are present and a quorum was established.

### 2. *Pledge of Allegiance & Moment of Silence*

The Board of Supervisors commenced their meeting with the Pledge of Allegiance and a moment of silence.

### 3. Adopt Agenda:

Chairman Allen advised the Madison County Planning Commission will not hold a meeting on Wednesday, September 4, 2013 due to there being no cases; the Board will need to determine whether to hold a meeting in lieu of this fact:

***Item 4-m (September 4, 2013 Joint Meeting) will be added to today's Agenda.***

Supervisor Weakley moved the Board adopt the Agenda as amended and presented, seconded by Supervisor Lackey, with the following vote recorded:

J. Dave Allen	Aye
Doris G. Lackey	Aye
Jerry J. Butler	Aye
Pete J. Elliott	Aye
Jonathon Weakley	Aye

### 4. Agenda Items:

#### ***a. Financial Review:***

Chairman Allen advised that in the future, these reports will be provided to the Board to review the week prior to the workshop session.

- i. *Certificate of Claims [General Operations (July 2013 – FY2013)]*
- ii. *Certificate of Claims [Debt Service (July 2013 – FY2013)] – [if any]*
- iii. *Certificate of Claims [Tourism Enhancement (July 2013 – FY2013)] – [if any]*
- iv. *Supplemental Requests – General Operations (July 2013 – FY2013 [if any])*

**b. Minutes #27 through #30**

Chairman Allen asked if there were any questions pertaining to the above sets of minutes – any corrections should be forwarded onto the Clerk and copied to all members for review prior to the September Regular Meeting.

**c. Rappahannock Rapidan Community Services Board [Resolution #2013-12 – Borrowing Resolution for \$3Million Dollars]  
Rappahannock Community Services Board [Resolution #2013-13 – Borrowing Resolution for \$3.8Million Dollars]**

Brian Duncan, Executive Director, and the three (3) County representatives were present for today's session; he provided a brief overview of the RRCSB's desire to borrow approximately \$6.8 Million Dollars, which will not impose any significant impact on the County's contribution to the RRCSB; two (2) facilities have indebtedness, but this factor hasn't caused any problems in the past; today's request is to secure funds to improve and renovate some facilities (nothing will be demolished).

The County Attorney asked if there was any consideration to place a facility in Madison County.

The three (3) County representatives (Mr. Tidball, Mr. Slaughter, Mr. McGhee) all spoke in favor of today's request presented on behalf of the RRCSB, as today's option will provide services and bring forth savings.

In closing, he advised that Fauquier County and Rappahannock County are in support of the borrowing request – Orange County will be discussing the request at their upcoming meeting – unanimous approval is needed before the RRCSB can move forward.

The Board members verbalized concerns pertaining to:

- The acreage at the Boxwood Facility
- Sewer/water service
- Overruns that may transpire with the proposed project
- Estimates provided by the architects
- Preliminary funding commitment
- County's liability

The County Attorney also questioned the fact that much of the funding the RRCSB is dependent on federal sources.

Mr. Duncan advised that it's anticipated the fees collected will offset the borrowed funding; nothing is paid until completion of the project – the loan will be applied by 'draw downs' of the total amount funded; fees associated with legal issues, closing costs, etc. will be paid from sources other than the loan amount.

After discussion, the members were in support of today's request, but also expressed the desire to see something situated in Madison County, Virginia.

Mr. Tidball assured the Board that the County's representatives always look at ways to utilize facilities in Madison County in cases such as the one being presented today.

#### **d. Disability Insurance**

The County Administrator advised that although action on the disability insurance isn't required until November 1<sup>st</sup>, the Board was asked to review today's packet of information; this proposed option will be offered to new employees as mandated by the State.

The Finance Director advised the State has imposed a mandate beginning November 14, 2012; an alternative program has been endorsed and administered by VACorp (Standard Insurance Company); if the County doesn't make a decision on this program prior to November 1<sup>st</sup>, VRS will impose a decision and the County will be 'locked in' to the State's program.

The County Administrator advised the disability insurance is a part of VRS adjustments/modifications that have been allowed and mandated by the State; he believes the plan with VACorp is a 'one year' program with an option to 'opt out' each year (after a three [3] year lock-in price) – the County may be able to go with another carrier (after three [3] years) who may also offer this product. In closing, he advised if a participant (in the plan) becomes temporarily disabled, he/she will receive assistance to help him/her return to work – if an individual becomes fully disabled, they will be removed from the proposed plan.

After discussion, it was the consensus of the Board to add this topic for discussion and possible action at the September Regular Meeting.

#### **e. Rescue Squad**

The County Administrator provided raw data (from 1999 to the present) for the EMS Department; the volunteers who have been covering Tuesday evenings and every sixth (6<sup>th</sup>) Sunday have advised they will no longer be able to provide their services; therefore, a Medic will need to be made available for the aforementioned time periods; the Director of Emergency Medical Services feels it will be more cost effective to have a full-time employee in place as opposed to a part-time employee in order to fulfill the schedule requirements. The County started billing in 2011 which has had a substantial impact from a financial standpoint and has offset the net expense for the EMS department.

Concerns verbalized by the Board pertained to:

- The billing allocation between the volunteer service and County service
- Refusal of care (by patient)
- Cancelled calls (on scene)

The County Administrator advised that any evening calls the volunteers respond to are billed and reimbursed to them.

Lewis Jenkins, Director of Emergency Medical Services, was present and advised that citizens are billed only if an ambulance is moved from their residence to transport them to a medical facility.

Discussions continued regarding full-time versus part-time to fill the need; most part-time workers have other full-time commitments and will be unable to fully commit to the additional hours being required. The cost to hire additional personnel on a full-time basis will be \$45,000.00 – these funds aren't in the budget but could be taken from the contingency fund (if approved by the Board) unless savings can be found in other departments.

The County Administrator referenced the County's current personnel policy (i.e. annual leave policy based upon time in service) and suggested possible adjustments to the existing leave benefit for new employees only (proposed changes attached); current leave time affects law enforcement and emergency services personnel differently than the other departments; discussions have been held at staff meetings to assess ways to change the personnel policy for any new hires (to possibly include a probationary period), similar to what's offered by the State's process; he provided examples of what other localities do and questioned whether this is something the County would like to consider now or in the future.

Concerns were verbalized as to why the County should use a different holiday schedule different than what the State has in place (emergency personnel are paid straight time for hours worked); it was also denoted that in the event of inclement weather, emergency services personnel (medical, law enforcement and dispatchers) are required to report to work. It was suggested that fairness be given for all employees.

Chairman Allen advised the Board will need to decide on today's proposal effective October 1<sup>st</sup>.

Mr. Jenkins advised that although there's no way to predict the amount of calls the future will bring or the costs associated with the amount of calls, efforts are being made to move available funding within the departmental budget to offset today's request; the department does implement a six (6) month probationary period (re-evaluation) for new hires and there is no leave or holiday pay given during that time frame.

Wayne Jones, Madison County Volunteer Rescue Squad, was present and stressed the importance of having an ALS provider on duty during the midnight shift.

After discussion, it was the consensus of the Board to discuss and review this item next month and assess:

- What other localities are doing
- The State's existing policy

#### **f. Registrar Space Request**

Chairman Allen advised that Diana Eanes, Registrar, has been invited to attend for informational purposes only.

The County Administrator advised that a letter was received from the Madison Electoral Board to request additional space; preliminary information is being gathered on this issue in order to assess options that have previously been discussed; there are interim options that can be undertaken –

however, if there is a move of the Registrar's Office, the time could take place shortly after the upcoming November 2013 election process. In closing, provided the following options:

- Registrar remain at Thrift Road with expanded space (County offices will move elsewhere [temporarily/ part-time])
- Move the Registrar to the War Memorial Building (ground floor, corner pocket)

Although it was questioned whether the Old ABC Building could be used, he advised the building provides more space than what is necessary, but could be a possible option.

In closing, it was suggested the Registrar continue discussions with the County Administrator to resolve this issue without disrupting any future plans; it was also suggested the resolution be permanent instead of temporary, if at all possible.

The County Administrator advised he will review options and report back to the Board.

#### **g. CIP Appropriation Adjustments**

The County Administrator provided a page of a revised spreadsheet to denote adjustments for post-year appropriations; the balances on a few of the accounts have been changed, although the total appropriation wasn't changed. In closing, he suggested the Board to make adjustments in today's denoted categories.

Chairman Allen advised the batting cages had to be moved in order for drainage work to be done on the bleachers.

Concerns were verbalized regarding:

- >Whether leftover monies would be returned to the County for re-appropriation to other CIP projects.
- Any suggested ideas (from the school system) should be brought before the Board.
- Can a separate category be implemented to place any overage of funding.
- How much of the \$34,000.00 (retainage) still remains.

Chairman Allen advised that based on the current MOU, the school system is authorized to operate within specific parameters.

The County Attorney advised he will review the MOU; however, he advised the County does control the funding process for the CIP projects.

The County Administrator advised the payment request in question was signed by one (1) County CIP representative only; discussions will be held on this issue at the CIP Committee meeting this Thursday.

#### **h. Possible Review of Auditor Report**

Chairman Allen advised that all members were provided a copy of the auditor's report for review.

Concerns were verbalized regarding:

- The procedures utilized for the auditor process.
- Will audits be initiated for the other Constitutional Offices (i.e. leave balances).

The County Administrator advised that general CPA practices were utilized; he also advised the remaining Constitutional Offices are a part of the County's leave policy; however, the Sheriff's Office utilizes a separate policy.

Chairman Allen advised that today's report was requested (by the County) on the recommendation of Mr. Walter Kurcharski, Auditor of Public Accounts.

#### **i. Appropriations**

**Topping Committee Fund:** The County Administrator advised there are funds in the Topping Fund that wasn't spent (\$5,000.00 for the spay/neuter program) and will need to be re-appropriated.

**Tile:** The County Administrator advised that two (2) bids have been received for the tile floor at the shelter; a third bid will be forthcoming – this data will be available shortly; bids are being sought to purchase fencing to widen the gate at the shelter.

**Decorating Committee:** The County Administrator advised the County may need to re-appropriate funding for this committee shortly.

**Madison Parks & Recreation:** The County Administrator provided year end numbers for the PRA that will need to be appropriated into the FY2014 budget for their department.

#### **j. Bid Preparation for Storage Building**

The County Administrator provided a printout of the overall concept for a proposed storage facility (at the landfill) for the Sheriff's Office; a meeting was held during the past week to discuss needs; information was provided regarding specifications (i.e. pole barn construction, concrete pad, metal siding, gravel base) – area will be sixty by forty square feet (60' x 40') – a portion of the space will be for storage of County records – building will probably have underground utilities (i.e. phone, cable, alarm system) and will be fenced in – a hydrant could be placed outside the building.

The County Attorney suggested the County assess whether the Department of Environmental Quality has any requirements in place that may prohibit the placement of any buildings at the facility; he questioned whether the building would have an evidence locker, as there are specific guidelines in place for 'evidence' than for regular storage items.

Robert Finks, Emergency Communications Director, advised that based on his knowledge, all 'evidence' will continue to be kept at the existing location.

It was also suggested the building dimensions be widened so the Sheriff could store at least two (2) vehicles inside.

The County Administrator advised the County needs space to store records; today's proposal is subject to approval by the Board.

#### **k. Dispatcher Grant Update**

Robert Finks, Director to Emergency Communications was present and advised there's a grant opportunity available (through the Department of Emergency Medical Services) to assist dispatch centers with adding EMD criteria (i.e. rescue squad, CPR instructions) - he's in the process of applying for a 100% grant totaling \$52,898.00 – there's a possibility the request may come back at 100% or 80/20; an additional one-time grant totaling \$150,000.00 is also available (i.e. wireless fund) the current equipment is at the 'end of life' – ballpark figures are being sought – depending on the grant, this service may need to be placed out for bid; due to current technology, all equipment is being upgraded to 'next generation 911' equipment which is operated through a server. In closing, it was advised the proposed new software program is a different type of program and may hinder confidentiality requirements.

#### **l. Meeting Location for September & October Workshop Sessions:**

Chairman Allen advised the workshop sessions for September and October will be held at the conference room in the War Memorial Building.

#### **m. Joint Meeting – September 4, 2013 (Cancel or continue)**

Chairman Allen advised the Madison County Planning Commission will not have any cases for action on September 4, 2013 – they have cancelled their meeting for that evening.

After discussion, it was the consensus of the Board to cancel the session scheduled for September 4, 2013.

#### **5. Closed Session (if necessary):**

None.

#### **6. Information & Correspondence (if any)**

##### **Transfer Station**

The County Administrator provided information for review (i.e. Waste Management Services, Inc., landfill operating schedule, recycling program flyer, mixed trash, fees for small business, proposed fee schedule, scales, contingency policy [late arrival or absence of employee[s]]); the new recycling area will be open for use tomorrow; eventually all incoming vehicles will be weighed – currently, residents are asked to have their hangtag visible; there was also concerns about 'mixed trash' (bags and lawn equipment) and whether citizens should be allowed to dump small items that can be hand carried and not be required to pay a fee; a new price schedule was also provided with the suggestion the County remove "compacted trash" and implement one (1) price for a ton of trash. In closing, he advised that some localities require folks to register at the landfill and assess which entities will be required to pay to dump their debris (i.e. rescue squad, chamber, etc.).

After discussion, it was the consensus of the Board to add this topic to the September workshop session.

#### **7. Adjournment:**

With no further action being required, on motion of Supervisor Weakley, seconded by Supervisor Lackey, Chairman Allen adjourned the meeting, with the following vote recorded:

J. Dave Allen

Aye

Doris G. Lackey	Aye
Jerry J. Butler	Aye
Pete J. Elliott	Aye
Jonathon Weakley	Aye

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J. Dave Allen, Chairman  
Madison County Board of Supervisors

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Jacqueline S. Frye, Clerk of the Board

Adopted on: October 8, 2013

Copies: J. Dave Allen, Doris G. Lackey, Jerry J. Butler, Pete J. Elliott, Jonathon Weakley,  
V. R. Shackelford, III & Constitutional Officers

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**Madison County Board of Supervisors**  
**Workshop Session Agenda**  
**August 26, 2013 at 2:00 p.m.**  
**302 Thrift Road, Madison, Virginia**

**Agenda**

1. Call to Order

***2. Pledge of Allegiance & Moment of Silence***

3. Adopt Agenda

4. Agenda Items

a) Financial Review

- i) Certificate of Claims [General Operations (July 2013 - FY2013)]
- ii) Certificate of Claims [Tourism Enhancement (July 2013 – FY2013)] (if any)
- iii) Certificate of Claims [Debt Service (July 2013 – FY2013)] (if any)
- iv) Supplemental Requests (July 2013 – FY2013) (if any)

b) Minutes

- i) #27 through #30

c) Rappahannock Rapidan Community Services Board [Resolution #2013-12 – Borrowing Resolution for \$3Million Dollars] Rappahannock Rapidan Community Services Board [Resolution #2013-13 – Borrowing Resolution for \$3.8Million Dollars]

d) Disability Insurance

e) Rescue Squad

f) Registrar Space Request

g) CIP Appropriation Adjustments

h) Possible Review of Auditor Report

i) Appropriations

j) Bid Preparation for Storage Building

k) Dispatcher Grant Update

l) Meeting Location of September & October Workshop Sessions (WMB)

**m. September 4, 2013 Joint Meeting**

5. Closed Session: (If needed)
6. Information & Correspondence (if any)
7. Adjournment

**\*AMENDMENTS DENOTED IN BLUE AND YELLOW HIGHLIGHT**